



EMPLOYMENT OPPORTUNITY

1. RPA # 011 TAH
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Staff Services Manager II (Supervisory)	POSITION NUMBER 357-001-4801-xxx	TENURE PERMANENT	TIME BASE FULL TIME	CBID S-01
OFFICE OF California Tahoe Conservancy	LOCATION OF POSITION (CITY or COUNTY) South Lake Tahoe			MONTHLY SALARY \$5576.00 – \$6727.00
SEND APPLICATION TO: CA Tahoe Conservancy 1061 Third Street South Lake Tahoe, CA 96150 Attn: Ray Lacey (530) 543-6038	REPORTING LOCATION OF POSITION South Lake Tahoe			
	SHIFT AND WORKING HOURS DAYS - 8a.m. to 5p.m.			
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (530) 542-5580			
	PUBLIC PHONE NUMBER (530)			
	SUPERVISED BY AND CLASS TITLE Deputy Director			FILE BY 12/30/11

***** HERE IS A WONDERFUL OPPORTUNITY TO LIVE, WORK AND PLAY IN THE BEAUTIFUL RESORT COMMUNITY OF SOUTH LAKE TAHOE! ENJOY THE BENEFITS OF A SMALL TOWN COMMUTE, FREE PARKING, FRESH MOUNTAIN AIR AND WORKING FOR A SMALL AGENCY WHERE YOUR CREATIVE THINKING AND LEADERSHIP SKILLS ARE NEEDED. IT'S ALL ABOUT THE ENVIRONMENT – AND ITS GREAT AT THE LAKE! *****

SELECTION CRITERIA - -

- SROA/Surplus employees are encouraged to apply.
- Transfers, reinstatements, or recruitment from the employment list will be highly considered.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

DUTIES

This SSM II position is assigned to manage the programs and supervise staff in the performance of a broad variety of staff services functions. The SSM II will perform the more complex administrative functions relating to adverse actions, health and safety, and labor relations. The incumbent shall also oversee the development and implementation of the Conservancy's internal administrative policies and procedures and will act as the Conservancy's workforce planning expert.

ESSENTIAL FUNCTIONS

In order to formulate and ensure implementation of administrative policies, procedures and practices, as well as plan, organize and direct the work of the Conservancy's Administrative staff in the performance of a broad variety of support programs, manages and supervises subordinate staff with the following program responsibilities conducted in support of all Conservancy program functions. This includes proactive interfacing of goals/objectives identified in the Conservancy's Strategic and Workforce Plans to the individual work units' ongoing objectives and performance measures.

Information Systems to include Communication Systems

- Provides management direction and supervision to Information Technology staff directing, overseeing and approving the development of policy for hardware and software purchase and replacement, development of feasibility studies, project development and implementation oversight, management of contractors retained to support IT activities; and
- Monitors staff to ensure proper compliance with control agency requirements, inventory and internal control.

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Staff Services Manager II	357-001-4801-xxx	011 TAH -	12/30/11
<p>Business Services to include Procurement, Contracts, Records Management and Facilities</p> <ul style="list-style-type: none"> Provides management direction and supervision to the Business Services staff including the Conservancy's compliance with State Procurement rules Oversees and directs the work of staff responsible for administering 150+ contracts and grants for the Conservancy; Provides direction to staff performing records management functions and the coordination of public records requests; and Oversees the development of resource utilization plans, space allocation plans, and telecommunications plans, directing the resolution of building issues, assisting in the negotiating new leases and ensuring all Conservancy's operating needs are met. <p>Fiscal to include accounting functions</p> <ul style="list-style-type: none"> Manages and supervises staff working in conjunction with the Conservancy's Budget Officer and contracted Department of General Services (DGS) Accounting Staff to ensure the proper establishment, processing and maintenance of fiscal accounts and financial records for the Conservancy; Directs staff in the development of Conservancy procedures for data management and reports, documentation of files and processes necessary for reconciliation of funding sources and accounts, and for meeting general accounting principles; Oversees billing for the use of all procurement services; Supervises staff in the determination of authorization of expenditure authority for the Conservancy; and Acts as liaison between DGS's Office of Contracted Fiscal Services (CFS) and is responsible for planning, organizing and directing the fiscal/budgetary program and staff in accordance with the DGS Budget Office policies, the California Strategic Sourcing Initiative (CSSI) and DOF guidelines. <p>Budget</p> <ul style="list-style-type: none"> Oversee and review the work of the Conservancy's Budget Officer, providing assistance and management direction in the development, maintenance and monitoring of yearly budgets; and Facilitates communication and strategic planning interactions between the Executive Director, Senior Management and the Budget Officer, internal Fiscal Staff and DGS Accounting staff to provide effective and efficient relations and work products for the Conservancy. <p>Clerical Support</p> <ul style="list-style-type: none"> Supervises clerical support staff, setting clear objectives, procedures, and standards; and Reviews workload; facilitates communication and interaction between employees and customers to ensure good customer service and public relations for the Conservancy. <p>Human Resources/Labor Relations/EEO</p> <ul style="list-style-type: none"> The position is responsible for overseeing (managing, renewing or modifying) the contract with the DGS for providing the overall technical Personnel Services for the Conservancy, in addition to directing the internal staff in the day-to-day operation of the Human Resources function; Directs the development of, and/or provides, training manuals for use by all office managers in supervision, labor relations, EEO and progressive discipline; Facilitates interaction between Conservancy staff and contracted DGS Personnel staff to provide effective and efficient relations for the Conservancy; Performs the more complex work relating to Adverse Actions, working with Legal Counsel to develop and defend actions, personnel lawsuits, grievances and arbitrations, and negotiates with Control Agencies regarding classification proposals, employment law issues, layoff, SROA; and Oversees all HR processes including but not limited to Requests for Personnel Action; benefits; time and attendance; safety, return to work, reasonable accommodation, Americans with Disability Act, adverse actions; Equal Employment Opportunity, and annual examination planning. <p>Policy Development and Workforce Planning:</p> <ul style="list-style-type: none"> Identifies and prioritizes essential administrative functions necessary to provide effective support to the Conservancy's mission and its seven major program functions; Develops policies, procedures and objectives to implement; monitors and evaluates the performance of the administrative functions; directs the development of training and procedural manuals for all functions and key elements of administrative management; performs periodic evaluations and makes annual assessments of administrative needs; 			

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<ul style="list-style-type: none"> • Works cooperatively with Senior Staff to identify future workload needs, possible changes in work functions, staffing requirements, critical job functions, and potential workforce needs to meet projected or potential workforce gaps; • Develops a work plan synonymous with the Strategic Plan to address and resolve projected gaps through recruitment, leadership development, retention and knowledge transfer strategies; • Develops and implements the necessary policies and procedures to ensure the Conservancy is actively applying the necessary steps to insure the plan's success; and • Monitors the effectiveness of the plan, including updating and revising the plan as needed. <p>Non-Essential Functions:</p> <p>In addition, this position</p> <ul style="list-style-type: none"> • Performs the more sensitive and complex analytical work associated with Conservancy administrative functions, as the need arises. Examples include responding to requests from, or preparing information for, control agencies, legal staff, or agency, legislative or executive sources. <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge and practical experience of the EEO, Labor Relations and progressive discipline processes; • Knowledge of Public Contract Code, Government Code, State Administrative Manual, State Information Management Manual, and Uniform Commercial Code; • Familiarity with State hiring practices; • Knowledgeable of the State budgetary process at department level. Ability to either write or have input on Budget Change Proposals (BCP), and all other reporting needs for State administrative or legislative processes; • Knowledge of the tools and techniques associated with strategic sourcing; • Proficiency with a personal computer and appropriate software programs and the Internet; • Familiarity with IT and Telecom trends; • Ability to write comprehensively, communicate with all levels of management, peers, attorneys, and external customers; • Familiarity and sensitivity to the priorities, missions and goals of the Administration, Department and the Division; • Evaluate and develop alternatives to resolve complex fiscal/financial problems with the highest level of interpersonal and negotiating skills; • Motivate and influence others toward effective individual or team work performance; and • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. 			

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SPECIAL PERSONAL CHARACTERISTICS

- Demonstrated ability to act independently, be open-minded and flexible to other ideas and solutions, be tactful and responsive to client needs and be able to handle complex administrative matters
- Mature judgment, loyalty, and discretion
- Dependable; responsible; positive attitude
- Ability to provide objective overview of situations
- Willingness to accept challenges, handle multiple projects simultaneously
- Use diplomacy and be resourceful

INTERPERSONAL SKILLS

- Ability to meet required timelines and deadlines, and focus on attention to details
- Ability to work well with a team or individually
- Ability to communicate effectively, listen, and to understand the needs of others
- Ability to handle stress and effectively resolve conflicts

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Professional office environment, sitting in a normal seated position for extended periods
- Effective communication with various clients
- Daily use of phone, fax, copiers, and general office and communication equipment
- Occasional use of cell phone, pagers, and laptop computer
- Frequent use of a personal computer, related software applications and the Internet at a workstation
- Occasional off-site meetings within Sacramento and occasional out-of-town meetings within California that may require the use of various transportation modes, i.e. airplane, taxi, car, etc.
- Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files, reference manuals, solicitation documents, etc.
- Conduct formal presentations with good communication skills